

ODP 81-807
25 June 1981

MEMORANDUM FOR: DDA EEO Officer

FRINL Bruce T. Johnson
 Director of Data Processing

SUBJECT: Opportunities for Career Development
 Program

REFERENCE: Memo fm Chairwoman, Opportunities for
 Career Development Program dtd 4 Jun,
 same subject (EEO 81-143)

Attached is a position summary for ODP's OCDP
position as requested in reference. [REDACTED]
will be ODP's representative and counselor for the
OCDP. Please direct any questions regarding this
Office's participation in this program to him.

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/s/ Bruce T. Johnson

Bruce T. Johnson

Att: a/s

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POSITION TITLE:
Computer Operator Trainee, GS-07

OFFICE/LOCATION:
ODP Operations Div., Hqs.

JOB DESCRIPTION:

Responsible for operating large-scale computer system in a centralized computer center providing Agency-wide ADP service. Duties include:

- Operating peripheral I/O devices such as printers, card readers, tape drives, disk drives, and graphic plotters.
- Maintaining a library of computer tapes and disks.
- Interpreting computer console messages from systems or applications programs and performing required actions.
- Maximizing computer throughput and quality with minimum cost to Agency through use of appropriate computer system monitoring and command techniques.
- Maintaining proper audit and security controls over computer input and output.
- Responding to customer requests in a timely and courteous manner.

QUALIFICATIONS:

- High School graduate.
- Willingness to work rotating shifts in a center that is open 24 hours a day, 7 days a week, 365 days a year.
- Ability to learn computer hardware/software/procedures.
- Ability to learn system software operator commands and system messages.
- Ability to communicate effectively with vendors, programmers, co-workers, and supervisors.
- Ability to analyze machine produced records for adherence to established quality standards.
- Aptitude for and interest in operating computer equipment and working in a team environment under the pressure of tight deadlines (as indicated by DAT results).
- High energy level and enthusiastic attitude.

TRAINING:

On-the-job training (OJT) will be given to the trainee to develop basic skills in machine operations and computer center procedures. This training program will be described in detail, including the desired proficiency levels the trainee must reach at the conclusion of each stage in the trainee's Annual Work Plan (AWP). OJT will be supplemented by formal classroom instruction, video self-study courses, and computer manufacturer provided training. ODP will sponsor ADP related college level courses that do not interfere with the employee's work schedule.

MISCELLANEOUS:

Evaluation of on-the-job performance is given to the trainee in quarterly (90 day) discussions between the trainee and supervisor. If the trainee is not performing at an acceptable level at the conclusion of the first AWP period, the OCDP Working Group will be asked to remove the incumbent from this position.

CONTACT:

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[] Chief, Operations Division, ODP, []

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